



Stephen R. Reed, Mayor  
And  
Harrisburg City Council

# Easement Application



Easements are executed only with owners of property adjacent to the right-of-way.

**Primary Property Address of Adjacent Parcel**

**Tax Parcel ID Number**

**Please explain the purpose of the project. Provide as much information and be as specific as possible.  
(Use Additional Sheets If Necessary)**

**Type of Easement (check one):**

- ☐ Utility
- ☐ Accessibility
- ☐ Building Projection
- ☐ Other

**Items To Be Submitted With This Application. Failure to do so WILL delay the review process.**

- ☐ Site plan to scale indicating location of features, including any street poles, affixed trash cans or newspaper or like boxes, or trees, within five feet of the easement area; distances between the features, curb, and buildings; and any other information that may clarify the layout.  
Six copies if utility, accessibility, or building projection easement.  
Twenty-one copies if any other easement requiring reviews by the Harrisburg Planning Commission and Harrisburg City Council.
- ☐ Proof of ownership of adjacent property.
- ☐ Easement Agreement prepared by an Attorney for recording in Dauphin County Courthouse (including legal description).
- ☐ Check made payable to the “**City Treasurer**” for the correct amount of \$250.

## **Main Contact for the Project**

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**Property Owner**

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**APPLICANT / OWNER CERTIFICATION**

**I hereby certify that the proposed work is authorized by the owner of record and that I agree to conform to all applicable laws of this jurisdiction. I understand that any falsification could lead to denial or criminal penalties, or revocation of any permit pursuant to this application. I agree that work will not commence prior to final approval and recordation of the easement.**

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

*The owner must sign this application.*

# HARRISBURG LAND USE BOARDS / 2008 SCHEDULE

*(All meetings take place in Room 213, City Government Center, unless otherwise noted.)*

## Harrisburg Architectural Review Board Meeting time: 6:00 P.M.

Meeting Date (1 <sup>st</sup> Monday unless noted)	Application Submission Deadline (Friday)
January 7, 2008	<i>December 14, 2007</i>
February 4, 2008	<i>January 18, 2008</i>
March 3, 2008	<i>February 15, 2008</i>
April 7, 2008	<i>March 20, 2008</i>
May 5, 2008	<i>April 18, 2008</i>
June 2, 2008	<i>May 16, 2008</i>
July 7, 2008	<i>June 13, 2008</i>
August 4, 2008	<i>July 18, 2008</i>
September 15, 2008 (3 <sup>rd</sup> Monday)	<i>August 22, 2008</i>
October 6, 2008	<i>September 19, 2008</i>
November 3, 2008	<i>October 17, 2008</i>
December 1, 2008	<i>November 7, 2008</i>
Deadline for January 5, 2009 meeting:	<i>December 12, 2008</i>

## Harrisburg Planning Commission Meeting time: 6:30 P.M.

Meeting Date (1 <sup>st</sup> Wednesday unless noted)	Application Submission Deadline (Friday)
January 16, 2008 (3 <sup>rd</sup> Monday)	<i>December 7, 2007</i>
February 13, 2008 (2 <sup>nd</sup> Monday)	<i>January 11, 2008</i>
March 5, 2008	<i>February 8, 2008</i>
April 2, 2008	<i>March 7, 2008</i>
May 7, 2008	<i>April 11, 2008</i>
June 4, 2008	<i>May 9, 2008</i>
July 2, 2008	<i>June 6, 2008</i>
August 6, 2008	<i>July 11, 2008</i>
September 3, 2008	<i>August 8, 2008</i>
October 1, 2008	<i>September 5, 2008</i>
November 5, 2008	<i>October 10, 2008</i>
December 3, 2008	<i>November 7, 2008</i>
Deadline for January 7, 2009 meeting:	<i>December 5, 2008</i>

## Zoning Hearing Board Meeting time: 6:00 P.M.

Meeting Date (2 <sup>nd</sup> Monday unless noted)	Application Submission Deadline (Friday)
January 28, 2008 (4 <sup>th</sup> Monday)	<i>December 7, 2007</i>
February 25, 2008 (4 <sup>th</sup> Monday)	<i>January 11, 2008</i>
March 10, 2008	<i>February 8, 2008</i>
April 14, 2008	<i>March 7, 2008</i>
May 12, 2008	<i>April 11, 2008</i>
June 9, 2008	<i>May 9, 2008</i>
July 14, 2008	<i>June 6, 2008</i>
August 11, 2008	<i>July 11, 2008</i>
September 8, 2008	<i>August 8, 2008</i>
October 20, 2008 (3 <sup>rd</sup> Monday)	<i>September 5, 2008</i>
November 10, 2008	<i>October 10, 2008</i>
December 15, 2008	<i>November 7, 2008</i>
Deadline for January 12, 2009 meeting:	<i>December 5, 2008</i>